

CONFIDENTIAL

NOTICE

PERSONNEL

15 October 1954

THE CAREER STAFF
OF THE
CENTRAL INTELLIGENCE AGENCY

APPLICATION FOR MEMBERSHIP

1. There is evidence of some concern as to the propriety of an employee applying for membership in the Career Staff when he or she is aware that present or future personal circumstances and family responsibilities may limit his or her freedom to serve in certain assignments within the Agency.

2. This concern has come about through misinterpretations of the phrase concerning an individual's obligation under the agreement "to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency," as well as the phrase "in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances" which appear in the Application for Membership in the Career Staff of the Central Intelligence Agency.

3. Every effort must be made to correct such misinterpretations immediately in order to preserve the intended spirit of career service in the Agency and to avoid serious damage to employee morale.

4. On 7 October 1954, the CIA Career Council considered this problem and reaffirmed that the whole relationship between an individual member of the Career Staff and the Agency is one of good faith on the part of each--a determination on the part of the individual to serve faithfully and understand the Agency's needs and a determination on the part of the Agency to act objectively and humanely in furthering the careers of its members. This policy requires thoughtful consideration by the Agency of an individual's family circumstances and health in determining assignments.

5. As I stated in the Career Service Conference on 3 August 1954, all employees who personally desire and intend to make a career with CIA can make application for membership in the Career Staff in good conscience. They may do so even though personal circumstances or family responsibilities might limit their freedom to serve in some assignments.

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6. It is particularly important that this information be conveyed promptly to all employees and particularly to married women who may be hesitant to apply for membership in the Career Staff because of their inherent obligations to their husbands and families.

ALLEN W. DULLES
Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES

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ATTACHMENT A



APPLICATION FOR MEMBERSHIP in the CAREER STAFF of the CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence
Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF
THE CENTRAL INTELLIGENCE AGENCY
APPROVED, TO TAKE EFFECT _____

(Signature)

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:
EXECUTIVE DIRECTOR
THE CIA SELECTION BOARD

(Date)

STAT

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Next 3 Page(s) In Document Exempt

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CAREER SERVICE STAFF
Case Analysis Check List
(based on Official Personnel Folder)

DATE _____

Type A _____
B _____
C _____
D _____

ANALYST _____

1. NAME _____ 2. SERVICE DESIGNATION _____
(Last, First, Middle initial)

3. BIRTHDATE _____ 4. SEX _____ 5. GRADE _____
(month, year) (M, F) (GS, CPC, WB)

6. LONG. COMP. DATE _____ 7. PROP. EFF. DATE _____

8. ANALYSIS OF TYPE AND CONTINUITY OF SERVICE YES NO
a. Evidence of civilian or military detail to CIA? _____
b. Evidence of other service with CIA prior to initial appointment? _____
c. Evidence of military service after initial appointment? _____
d. Evidence of LWOP over 22 days in any one calendar year? _____
e. Breaks in service after initial appointment other than as indicated? _____

9. CIA EVALUATIONS
a. Unfavorable Fitness Reports? _____
b. Unfavorable Personnel Evaluation Reports? _____
c. Unfavorable Efficiency Ratings? _____
d. Unfavorable Status and Efficiency Reports? _____
e. Unfavorable "7-point Evaluations"? _____
f. Unfavorable Training Evaluations? _____

10. OTHER
a. Debt letters? _____
b. Reprimands? _____
c. Documents in Confidential Envelope? _____
d. Evidence of security violations? _____
e. Referral to Employee Review Board or Reassignment Board? _____
f. Disqualifying evidence in terms of Selection Board criteria:
1. Job performance _____
2. Personal conduct _____
3. Training record _____
4. Intent _____
5. Inconsistency _____

11. REMARKS (use other side if necessary) _____

SECRET

THE CIA SELECTION BOARD

3 January 1954

The Panel of Examiners
Standard Operating Procedures for an Examining Panel

1. The members of an Examining Panel will agree to their findings in each case before the end of the meeting of the Panel so that there will be no misunderstanding as to the findings reached. Findings will be signed "For the Examining Panel" by the Executive Director of the CIA Selection Board who is non-voting Chairman of each Examining Panel. Copies of these findings will not be sent to individual Panel members. Each member, however, will have access to the file copy held by the Executive Director of the CIA Selection Board.
2. A copy of the findings of an Examining Panel will be sent to each member of the CIA Selection Board as a numbered, EYES ONLY document. This will be returned to the Executive Director of the Selection Board at the meeting of the Board at which the case has been acted upon. Normally the findings of an Examining Panel will be distributed as part of the Agenda for a meeting of the CIA Selection Board.
3. A copy of the findings of an Examining Panel of each B and C case if approved by the CIA Selection Board, will be forwarded for information, as a numbered, EYES ONLY document, to the Head of the appropriate Career Service.
4. The identity of the members of an Examining Panel may be made known to the Selection Board upon the latter's request, but should never be made known to the individuals on whom the Panel has returned findings.
5. Members of an Examining Panel shall not divulge their vote outside of the Examining Panel and shall restrict their discussion of Panel business, on a strict need-to-know basis, to authorized persons only.
6. Representatives from the Security, Medical, Training or Personnel Offices who orally present information to an Examining Panel on a particular case will be excused prior to the Panel's discussion of that case and its determination of findings.
7. If the CIA Selection Board determines that additional data should be secured on a particular case, the same Panel that originally reviewed it will be reconvened, to the extent that this is feasible, to reconsider the case. This policy will obviate the necessity of a new Panel of three different persons reviewing the same case. To the extent that this is feasible, this policy will apply to all B Type cases although it is recognized that the time lag in B cases - on occasion a lag of as much as a year - may make it impossible for the same three persons to reconvene. Effort will be made to have as many of the original Panel members on the subsequent Panel as possible.

SECRET

8. Normally Examining Panels will convene for only one session of not more than three hours. Prior to adjournment the Panel will endeavor to complete action on each case on which it has received information or which it has discussed. At the conclusion of three hours, if the Panel has not completed its agenda, those cases which it has not yet taken up will normally be reassigned to another subsequent Panel.